



# **County of Bernalillo**

## **State of New Mexico**

### **Purchasing Department**

*One Civic Plaza, NW, 10th Floor*

*Albuquerque, New Mexico 87102*

*Office: (505) 468-7013 Fax: (505) 468-7067*

*[www.bernco.gov/purchasing/](http://www.bernco.gov/purchasing/)*

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#### **ELECTED OFFICIALS**

**Tanya R. Giddings**  
Assessor

**Maggie Toulouse Oliver**  
Clerk

**Willow Misty Parks**  
Probate Judge

**Dan Houston**  
Sheriff

**Manny Ortiz**  
Treasurer

**DATE: Wednesday, February 27, 2013**

**TO: ALL PROSPECTIVE BIDDERS**

**FROM: Phillip B. Lee, Purchasing Administrator, Purchasing Department**

**RE: Request for Bid (RFB) #0035-13-PL, Price Agreement for On Demand Window Tinting, Anti-Graffiti Film and Services.**

### **LETTER OF INTEREST**

#### **REQUEST FOR BID (RFB)**

**#0035-13-PL,**

**Price Agreement for On Demand Window Tinting, Anti-Graffiti Film and Services**

The Bernalillo County Purchasing Department on behalf of the Public Works Division, Fleet/Facilities Management (FFM) Department is currently soliciting sealed bids from prospective bidders to establish a Price Agreement for Window Tinting, Anti-Graffiti Film and Services.

**A Non-Mandatory Pre-Bid meeting will be held on Friday, March 08, 2013 at 10:30 AM, local time**, Public Works Division, 2400 Broadway SE, Building N, in Conference Rooms A and B, Albuquerque, New Mexico, 87102. Attendance of the non-mandatory pre-bid conference is not a prerequisite for submission of a Bid.

**Sealed bids must be received no later than 2:00 PM, local time, Friday, March 22, 2013**, and addressed to the attention of the Purchasing Department, Bernalillo County, Public Works Division, 2400 Broadway SE, Building N, Front Desk, Albuquerque, New Mexico 87102. Delivery of bids is the sole responsibility of the bidder. The Purchasing Department will date and time stamp the sealed envelope upon receipt. A public opening and reading of Bids received will begin immediately following the 2:00 PM deadline in Conference Rooms A and B.

For registered vendors, pertinent RFB documents, including the specifications and the proposed contract documents can be downloaded through the purchasing website at no cost. For firms not registered, interested parties are encouraged to register at no cost through the County's purchasing website, [www.bernco.gov/purchasing](http://www.bernco.gov/purchasing). Vendors are also welcome to contact Phillip B. Lee, Purchasing Administrator or by e-mail [plee@bernco.gov](mailto:plee@bernco.gov) to request a hard copy document at a cost of 50 cents per page.

Bernalillo County reserves the right to issue addenda to the Specifications during the advertising period as provided in the Contract Documents. A record of all the addenda and copies of the same will be available to all qualified Bidders from the Bernalillo County Purchasing Department.

The County Purchasing Department is the only organization who is authorized to make copies and/or distribute this RFB in any format. A distribution list of those who receive the RFB will be maintained throughout the procurement process and will become part of the procurement file. Receipt of a Bid from firms not included on the distribution list shall result in immediate disqualification and Bid will be rejected.

Bidders shall be licensed as Contractors in the State of New Mexico at the time of Bid submittal and must include their license number and Contractor classifications held in the prescribed place on the bid form.

Questions regarding technical and purchasing procedures shall be submitted to Phillip B. Lee, Purchasing Administrator, Bernalillo County Purchasing Department, at (505)848-1550, fax (505) 848-1510, e-mail: [plee@bernco.gov](mailto:plee@bernco.gov).

The last date for submittal of questions is the close of business 5:00 PM (local time), Friday, March 15, 2013.

Thank you,

Phillip B. Lee, Purchasing Administrator  
Public Works Division  
Purchasing Department  
2400 Broadway SE, Building N  
Albuquerque, NM 87102  
Telephone number: 505-848-1550  
Fax number: 505-848-1510  
E-mail address: [plee@bernco.gov](mailto:plee@bernco.gov)

